



JOB SPECIFICATION

Grade PM 129

BUSINESS AND FINANCIAL MANAGER

General Purpose

Under general supervision, assist in development and control of financial functions, and implement business development projects to accomplish department strategic initiatives.

Typical Duties:

Assist in the planning and development of business projects and programs. Involves: Target, research, and recommend new business opportunities. Provide and present supporting documentation regarding financial viability, economic feasibility, and implementation schedule of proposed projects. Evaluate and assess feasibility of future development of undeveloped areas. Assist in the implementation of development projects. Provide progress reports and communicate short and long term outcomes. Monitor trends, plan scenarios and identify competitive issues that impact department's business model and strategy and communicate results to management. Assist in overseeing and coordinating implementation of programs and systems such as new lease management program, asset inventory program, performance measures program, and parking revenue control systems. Assist in the development and execution of operational policies and procedures related to new programs.

Supervise and cooperate in major auditing functions. Involves: Assist in development and coordination of audit plans and determines procedures. Analyze and evaluate outcomes to determine effectiveness of procedures and operating goals designed to safeguard department's assets. Identify deficiencies and recommend improvements, including associated risks and benefits. Investigate allegations of misappropriation and quantify loss. Review and prepare financial, statistical and operating reports. Conduct research, cost-benefit, and statistical analysis. Audit leases, contracts and major concession agreements to ensure compliance and/or recommend modifications. Analyze and evaluate property usage and appraisals. Project revenues and costs. Assist in coordinating efforts of the accounting, payroll, planning and program management and administrative sections. Confer with and make presentations to management, city financial and budgetary staff, City officials, boards and commissions, and affected parties, as directed.

Supervise assigned personnel. Involves: Schedule, assign, instruct guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Perform administrative, professional and incidental duties as assigned. Involves: Conduct special studies. Serve on ad hoc committees. Represent the department at various conferences and meetings as instructed. Prepare and present special and recurring reports and recommendations. Prepare project budgets and assist in the preparation of department budget. Provide project support as assigned. Attend meetings and conferences. Compile data, generate reports, and maintain database, records and files.



JOB SPECIFICATION

Grade PM 129

BUSINESS AND FINANCIAL MANAGER

Knowledge, Skills, and Abilities

- Comprehensive knowledge of accounting, financial, administrative and business management practices and procedures.
- Comprehensive knowledge of auditing and internal control principles, practices and procedures.
- Considerable knowledge of laws and statutes pertaining to contracts and leases, and accounting and auditing practices and procedures.
- Considerable knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Considerable knowledge of fiscal planning and budgetary practices, procedures and controls.
- Considerable knowledge of computer system applications for accounting and property management.
- Considerable knowledge of real estate management.
- Good knowledge of applicable federal, state and local rules and regulations pertaining to operation and development of assigned functional area or department.
- Ability to plan, develop, organize and implement internal control structures.
- Ability to conduct and analyze financial studies and surveys and interpret outcomes.
- Ability to prepare reports and maintain records and reports.
- Clear, concise oral and written communication to prepare reports and make presentations.
- Establish and maintain effective working relationships with City employees, officials, outside agencies, tenants, contractors and the public.

Other Job Characteristics

- Occasional driving through City traffic.

Minimum Qualifications

Education and Experience: An accredited Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field, plus four (4) years of progressively responsible professional accounting, finance, or business project development experience including one (1) year capital project experience.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent from another state.